



Resident Handbook

The GEO Group, Inc.
GEO Reentry Services

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WELCOME TO OUR COMMUNITY

No transition from an institutional setting back into a free-society is an easy or simple process. You will encounter many problems. However, of all the problems that you may encounter during your transition, none are beyond your ability to resolve by working together with your fellow residents, family members and by utilizing the support of the facility and agency staff. Together we can and will work with you to resolve any problem which you may encounter and build a better future together.

Working together, we can make your re-entry into the community a "smooth transition." Your challenge is to live life free from drugs and crime and each day during your stay at our facility. We will challenge you to be different, different than the past. The true measure of an individual's life is the courage and willingness to change.

FACILITY OVERVIEW

State of KS residents assigned to this facility are received from the United States Department of Justice Federal Bureau of Prisons, United States Probation and Pre-Trial Office and Direct Court commitments.

Residents' acceptance into the facility / programs operated by GEO Group Inc, are based upon meeting program enrollment criteria and continuation in the program is contingent upon strict adherence to all facility rules, regulations policies and procedures, and those rules and regulations required of each resident by their agency of supervision.

Participation in all assigned activities, compliance with all rules, regulations and instructions, completion of all objective and subjective criteria, and adherence to individual transitional plan goals is required and expected from each resident.

Failure or refusal on the part of a resident to comply, participate or complete any of the above expectations may result in an unsuccessful discharge from the program and the reporting of such failure or refusal to the appropriate governing authority.

Daily activities follow a set schedule from initial wake-up call, Monday through Friday, 5:00 AM, Saturday and Holidays, 9:00 AM; lights out time which is Sunday through Thursday 11:00 PM, Friday, Saturday and Sunday prior to a Holiday at Midnight. Residents are expected to fully participate in all community activities, attend all group sessions, meetings, seminars and classes, as well as perform their community support duties as may be assigned. Staff members facilitate the progress of residents' through a system of privileges, consequences and assignments. *Privileges* are earned by residents as they progress through the program and as the resident establishes a level of participation and responsibility equivalent to privileges desired. *Consequences* are handed down as a result of a resident's failure or refusal to comply with rules, regulations or program or transitional plan requirements.

CHAPTER ONE

101 NEW RESIDENT ORIENTATION and PROGRAM REVIEW TEAM

All new residents will attend orientation within 48-hrs of arriving at the facility. Returning Residents who have been out of the facility for 30 days or more will be required to attend orientation.

All new and returning residents are required to attend the Program Review Team Meetings. PRT meetings are held every Monday at 1400 hrs, or Tuesday's following a holiday.

SUBJECT	DESCRIPTION OF MATERIAL (S) COVERED
Handbook	Rules, regulations, sanitation, visitation, passes, schedules, disciplinary system and sanctions, telephone calls, mail, gifts, etc.
Resident Rights	Review of the rights afforded to residents while participating in facility programs.
Grievance Procedure	Detail description of the resident grievance system, time frames for filing grievances, proper procedures for the filing of grievances, informal resolutions, forms used, accessibility of forms.
Program Components	Review of Program Components for all BOP residents
Job Placement	Description of the procedures / processing used within the Job Placement Services.
Transition Skills	Overview of the Transition Skills curriculum, activities and completion requirements.
Life Safety	Review of evacuation procedures and plans of the facility, instruction in the proper use of fire extinguishers and other emergency equipment, and the identification process and procedures for reporting hazards. Proper use and handling of chemicals and cleaning agents.
Support Services	Overview of food services, medical services, recreation opportunities, laundry services, hygiene and necessities distribution and transportation schedules.

RESIDENT RIGHTS

The facility and its employees will respect and protect resident rights. The Bill of Rights for all residents assigned to GROSSMAN CENTER facilities will include the following rights:

- the right to a humane environment that provides reasonable protection from harm and appropriate privacy for personal needs;
- the right to be free from abuse, neglect, and exploitation;
- the right to be treated with dignity and respect;
- the right to be told about the program's rules and regulations before admission;
- the right to a transitional plan designed to meet resident's needs, and the right to take part in developing that plan;
- the right to meet with staff to review and update the plan on a regular basis;
- the right to refuse to take part in research without affecting regular care;
- the right not to be restrained or placed in a locked dorm alone unless the resident is a danger to themselves or others;
- the right to have personal information kept private and to be told about the times when the information can be released without permission
- the right to communicate with people outside the facility. This includes the right to have visitors, to make telephone calls, and to send and receive sealed mail. This right may be restricted on an individual basis by the person in charge of the program if it is necessary for the resident's welfare or for security, but even then the resident may contact an attorney or their supervising agency at any reasonable time.
- the right to receive an explanation of resident rights and to have these rights explained in simple terms, in a way the resident can understand, during the orientation process.
- the right to make a complaint and receive a fair response from the facility within a reasonable amount of time;
- the right to complain directly the Bureau of Prisons, United States Probation Office, and/or Pre-Trial Services at any reasonable time.

RESIDENT RESPONSIBILITIES

Residents have the responsibilities to respect the rights of other residents and staff.

- You have the responsibility to treat others, both inmates and staff, in the same manner.
- You have the responsibility to know and abide by the rules.
- You have the responsibility to recognize and respect the rights of others in this regard.
- It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband.
- It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law.
- You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution.

PROMULGATION OF POLICY

A legible copy of resident rights will be posted in prominent locations (e.g., common areas, all meeting rooms) where residents have the opportunity to read it at their leisure. A legible copy of resident rights will be contained within the resident handbook that the resident will receive during orientation. Additionally, at any time throughout the span of assignment, upon request of the resident, he/she will receive an explanation of resident rights.

ACCESS TO COURTS, COUNSEL AND PUBLIC OFFICIALS

Every resident has the right of access to state and federal courts, and to legal counsel and public officials and agencies. Residents may present any issue, redress for improper conditions, remedies for civil law problems, claims against staff and other governmental authorities, and other rights protected by constitutional or statutory provisions or by common law. Residents may confer or correspond about legal matters and have the right of access to attorneys and their authorized representatives, including paralegal, law students, investigators, and other assistants to counsel. Staff will ensure and facilitate access to counsel and assist residents in making confidential contact with attorneys and their authorized representatives; such contacts may include but are not limited to, telephone communications, correspondence, and visits.

No staff member, employee or agent of GEO Group Inc, may interfere with, harass, punish or otherwise penalize any resident as a result of the resident gaining access to courts, counsel or public officials.

ACCESS TO PROGRAMS AND SERVICES

All decisions made regarding a resident's assignment to program services, work assignments, dorm assignments and other administrative decisions shall be made without regards to the resident's race, religion, national origin, sex, handicap or political views. Should the facility house male and female residents, separate sleeping quarters but equal access to available services and programs will be provided. Neither male nor female residents will be denied opportunities solely on the basis of their numbers within the resident population.

ACCESS TO MEDIA

Residents shall have access to communicate with media officials, subject to the limitations necessary to protect resident privacy. Media request to interview residents and the resident's consent to be interviewed shall be in writing.

UNREASONABLE SEARCHES

Residents shall be protected from unreasonable searches. Searches of residents and personal property will be in accordance with approved search procedure policy and/or with the approval of the facility management unless immediate action is necessary; in such cases the approving authority or designee shall be fully informed of the circumstances as soon as possible after the completion of the search. All residents are subject to the following searches:

- | | | |
|-------------------|--------------------|-----------------------|
| ✓ pat search | ✓ dormitory search | ✓ general area search |
| ✓ property search | ✓ vehicle search | |

All residents are expected to comply with requests of staff and are required to submit to any of the above searched without incident. Non-compliance may result in a personal incident report.

102 GRIEVANCE PROCEDURES

It is the policy of GROSSMAN CENTER to provide all residents with an administrative means for the resolution of complaints and the identification of potentially problematic management areas within the facility. This administrative means provides residents with a method for the resolution of complaints arising from institutional matters, so as to reduce the need for litigation and afford management, supervisory and front – line staff with the opportunity to improve facility operations. Further upon the resident acceptance into the program the resident will be advised that they can:

- two step process, step one is submitted to the Chief of Security
- step two will be submitted to the Facility Director
- file a grievance about any violation of resident rights;
- file a grievance with any staff member;
- have personal access to the Facility Director and / or the governing authority at some point in the grievance process;
- submit a grievance in writing and get help writing it if they are unable to read or write; and
- request pens, paper, envelopes, postage, and access to a telephone for the purpose of filing a grievance.

A legible copy of the Administrative Remedy procedure is prominently posted on the bulletin board located in the dining hall and is included within the handbook so as to allow residents the opportunity to read this procedure at their leisure. Additionally, grievance / compliant forms are specifically made available in Case Manager waiting area for easy resident accessibility.

It is the strict policy of GEO Group Inc, that no facility, staff member, volunteer, etc., shall discourage, intimidate, harass, or seek retribution against any resident (s) who try to exercise their rights to file a grievance. Further, the facility or any of it's staff shall not restrict, discourage, or interfere with resident communication with an attorney or with supervising agency representatives for the purposes of filing a grievance.

FILING OF COMPLAINTS

GEO Group Inc, is required to implement the Bureau of Prisons Administrative Remedy procedures at all facilities housing federal residents. The Administrative Remedies Policy is posted on bulletin boards throughout the facility for review by residents. BP 229 forms are available at all times to be used in the submission of a complaint to the Community Corrections Manager of the Bureau of Prisons. These forms are available upon request. In addition, postings of names, addresses and telephone numbers for all relevant oversight agencies are posted on the resident bulletin boards to aid residents in submitting complaints. Indigent residents may request pens, paper and postage supplies from the facility in order to submit complaints. All BP 229 complaints are responded to by the Bureau of Prisons and employees or agents of GROSSMAN CENTER do not have any influence in the answer and/or decision of the responding official.

Grossman Center provides a "request to see an official" for the Facility Director, Program Director and the Chief of Security.

INSTRUCTIONS ON HOW TO WRITE AND SUBMIT GRIEVANCES

1. You should always try to solve your problem with staff at the facility prior to submitting a grievance. Residents can obtain grievance forms from the forms area found within the facility. After you fill out the grievance form, you are to mail it to the Community Corrections Manager of the Bureau of Prisons.
2. You should write your grievance briefly and clearly. Attach additional pages to the grievance form only if necessary. You should be very specific about your grievance or problem. Provide an explanation or

evidence to help the reviewer to understand your grievance. The best grievances are ones that give facts, not conclusions. Facts can be verified.

3. Stick to one issue all the way through the steps and don't bring up a new grievance issue on the appeal.
4. Write clearly and legibly so that your grievance can be read and understood. Explain how the grievance or problem affects you personally. The grievance you write is yours, with your signature, about your problem, not about somebody else's problem.
5. You can use the grievance procedure to complain a) about the interpretation or application of policies, rules, regulations and procedures, b) about any action by an individual employee or another person in physical custody, including any denial or access to the grievance procedure; c) about reprisals for submitting a complaint through this procedure; d) about the loss of or damage to property you are authorized to possess; or e) about any other matter relating to conditions of care or supervision, which are within the authority of the facility to remedy.

RESIDENT ORIENTATION

Upon admission to the facility each resident will be orientated to the requirements of the Administrative Remedy Procedures. This orientation will explain the process in clear, simple terms that the resident can understand, cover methods of filing grievances, appropriate forms to be used, where forms can be obtained, and time limitations.

CONFIDENTIALITY

All written grievances will be considered to be of a confidential nature; copies of grievance documents will be released only upon written authorization by the Bureau of Prisons or as prescribed by policy.

103 Program Components

After a resident is accepted into the Grossman Center and has completed the intake process, they will meet with the Program Review Team (PRT). All programs are centered around a team approach, consisting of facility staff, USPO and the Bureau of Prisons, as residents progress towards Home Detention. The PRT will determine and control the pace at which each resident progresses through the program components. The level of responsibility and supervision required will be based on the needs of the resident and the restrictions of the sentence. The range of restrictions and supervision will be based on each individual's success in completing the program requirements. There are different grades of accountability defined by the component to reach the Home Detention component. The PRT will monitor and direct each resident individually through the process to reach Home Detention Component. The Program Components are: Community Correction, Pre-Release and Home Detention.

Residents in all components are provided the same general program resources. A resident will move from one component to another component based upon his/her demonstrated level of responsibility, supervision needs and the restriction of the sentence structure. A resident may be given additional privileges within a component as they demonstrate increased levels of responsibility and accountability, e.g., a resident in the pre-release component may be required to show their accountability on a day pass before taking an overnight pass.

Community Correction Component (CCC) - is the most restrictive component. Residents in this component are restricted to the RRC with the exception for: Employment, participation in religious activities, program needs, community programs and emergency situations. Residents are allowed visits with their family and/or significant other at the RRC only, during visitation hours, visitation policy and are subject to approval by the Facility Director or designee after completing the orientation process.

Pre-Release Component (PRE)— Residents in this component generally have more access to the community and family members through weekend passes, in accordance with the BOP Authorized Absences. Generally residents are required to be employed prior to being allowed to be absent from the RRC on any social movement.

Home Detention Component (HD) – is the least restrictive component. When a resident is approved for Home Detention, they are to remain at their home except for approved activities, program requirements and/or

employment. Residents must be at their home from 2100 hrs to 0600 hrs, unless approved by the Facility Director for work purposes only.

104 Transition Skills

All residents are required to participate in the Transition Skills Program. This program is nine weeks long and utilizes interactive journals provided to the resident at the PRT meeting. The program is designed to be interactive with structured activities to address common issues offenders encounter during their transition back into the community.

All offenders (except TDAT participants) are required to participate in the journaling program within two (2) weeks of their arrival at the facility and will sign the Agreement to participate in the Bureau Of Prisons Transition Skills Group.

CHAPTER TWO

201 DISCIPLINARY SYSTEM

The Grossman Center GEO Group Inc, will adhere to the Bureau of Prisons Disciplinary System and the Prohibited Acts effective August 1, 2011. All residents will receive a copy of the Prohibited Acts and available BOP sanctions. A copy will be posted on in the dining hall for review by residents at their convenience. Incident reports will be issued based upon the coding and offense descriptions found within this Prohibited Acts statement. All 100 and 200 Series Prohibited Acts Incident Reports will be heard by the Center Discipline Hearing Officer and recommendations will be made to the BOP Disciplinary Hearing Officer. 300 series Prohibited Acts violations may be heard by the CDC Officer and submitted to the BOP DHO. Most 300 and 400 series Prohibited Acts violations will be processed on the facility level and subject to in-house sanctions.

When a staff member witnesses or has knowledge of any act committed by a resident which is a violation of the rules and regulations of the facility, the staff member (at their own discretion) may attempt, if appropriate, to resolve the matter informally. Such informal resolution may include counseling, verbal reprimand, or the giving of an instruction, warning or order. If the staff member deems the violation to be blatant on the part of the resident, or of a serious nature, he/she will complete a incident report, and issue a copy to the case manager and Chief of Security, who will serve the report to the resident.

Whenever, possible the hearing regarding the charges listed in the violation report will be held within seventy-two (72) hours (excluding weekends and holidays) from the time the violation was reported. The Center Disciplinary Committee (CDC) who is designated by the Facility Director shall hear violation report hearings.

Residents shall receive a copy of the incident report at least twenty-four (24) hours prior to the center disciplinary committee hearing. The staff member serving the incident report, in terms that the resident can understand, will explain the nature of the prohibited action violation to the resident. At the time a resident is served with the incident report, the notifying staff member will advise the resident that he/she has the right to submit a written statement to the CDC and has the right to make a verbal statement at the CDC hearing.

Upon convening the CDC hearing, the resident will be given an opportunity to submit a written statement in response to the charges listed in the incident report. In addition, the resident will be allowed to make a verbal statement on his/her behalf during the CDC hearing process. The resident will be allowed to call witnesses in his/her defense during the hearing process *at the discretion of the CDC*. The CDC may exclude witness from the hearing process at his/her discretion if the testimony to be given is irrelevant to the charges listed in the violation report.

In addition, a resident may request a staff representative of their choice as long as they are not a victim, witness, investigator or significantly involved in the incident. The staff representative will help the resident understand the incident report and potential consequences. Residents are entitled to a staff representative during the CDC hearing process to assist the residents in understanding the proceedings and to ensure the resident's rights are being afforded to him/her and not infringed upon.

Upon the conclusion of receiving all written statements, verbal statements and testimony from any allowed witnesses, the CDC will excuse the resident from the hearing in order to make a determination of guilt or innocence regarding the charges and if found guilty the assessment of consequences.

The CDC may take into consideration the following factors when determining the appropriate consequences to be imposed:

- nature and seriousness of the violation (s);
- extent of injury to person (s) or damage to property caused by the violation (s);
- resident's prior disciplinary record, including disciplinary reports for the same or similar violation (s);
- period of time since the last violation (s);
- penalties given to other residents for the same or similar violations; and
- minimum and maximum consequences allowed by policy.

After this determination the CDC will call the resident back into the hearing to be advised of the decision regarding the charges and consequences. At the conclusion of the hearing process, the resident will be given a copy of the completed violation report. In addition, the CDC will inform the resident of his/her right to appeal the finding of guilt and the penalty imposed by utilizing the grievance procedure, and will also inform the resident of the method for filing such an appeal. If the resident requests a grievance form, the CDC will make it available at that time.

The following circumstances represent violations of the facility rules and regulations. A violation of these rules may consist of and include of any of the following:

- engaging in the specified prohibited behavior;
- attempting to engage in the specified prohibited behavior;
- conspiring to engage in the specified prohibited behavior;
- aiding others in conspiring, attempting, or engaging the specified prohibited behavior; or
- concealing information or intentionally providing false information regarding a specified prohibited behavior.

Public Law Discipline

Public Law and Pre-Trial residents are subject to the same prohibited actions but different disciplinary hearing procedures. Public Law residents who violate the prohibited actions will not be heard by the Center Discipline Hearing Officer. Public Law and Pre-Trial residents will be issued an incident report notifying them of the prohibited acts violation. *The USPO receives a copy of all incident reports written on public law and pre-trial residents who violate a prohibited act or a facility rule.* Depending on the nature and severity of the incident, the incident report maybe handled informally or formally. If the incident report is handled formally, then a Violating Report will be drafted and sent to the probation office with RRC staff recommendation.

202 FACILITY RULES and REGULATIONS

SECTION	1	GENERAL
No.	Regulations	
1	The Grossman Center is a smoke-free facility. Smoking inside the facility is strictly forbidden. Resident may smoke in the designated smoking area ONLY!	
2	ALL Resident are subject to pat searches. Residents clothing, vehicles, dorms and personal effects are subject to search at any time by staff without prior notification. This is not harassment but rather is for the protection of all residents of the facility.	
3	Residents are not to give, borrow, loan money, clothing, cell phone or any other item to another resident.	
4	The facility is not responsible for the safeguarding of resident personal property. Residents should ensure that personal property is securely stored in their secured locker prior to leaving their dorm.	
5	Alcohol of any kind is prohibited inside or outside the facility. Any items containing alcohol such as: medications, aerosol sprays, mouthwashes, colognes, perfumes or any other items containing alcohol are prohibited as well. Resident are prohibited from possessing glues, aerosol starch, bleach, and/or toxic substances. Flammable substances and/or hazardous materials are prohibited in the facility. No resident may possess any of these items or leave them in their personal vehicle.	
6	Any individual wishing to bring items to a resident, must bring the items into the facility and notify monitor staff who they are bring the items for. All items will be thoroughly searched for contraband.	

7	Monday thru 1630hrs on Friday, all meals are to be eaten in the dining room ONLY . Residents are not to take Grossman Center eating utensils, cups, plates, or glasses may not be taken from out of the dining area. Residents may order food and will be allowed in the dorm areas from 1630 hrs on Friday to 2000 hrs on Sunday. Any leftover food items found in the dorm areas after 2000 hrs on Sunday thru 1630 hrs on Friday will be subject to confiscation.
8	Residents are not allowed to be in bed between the hours of 0600 hrs and 1800 hrs on normal programming days with the exception of those residents are ill.
9	Showers are not permitted after 8:00 AM unless the resident has an alternative work schedule.
10	Residents are NOT to wear hats, any other forms of headress or sunglasses within the facility at any time. The only exception will be for religious requirements.
11	Loud and boisterous talking is not permitted in any location inside the facility. Residents are to respect the surrounding community and should not become loud outside on facility property. Single functioning Alarm Clocks are permitted with no radio functions.
12	Personal hand held listening devices, such as: MP3 players or iPods or similar items with the use of earphones (NO SPEAKERS) are allowed, subject to approval and cannot have Wi-Fi or internet capabilities. Residents are not allowed to possess these items during attendance of any scheduled groups or activities. Music should not be heard by staff and/or other residents. Radios of any kind are not permitted to include radio alarm clocks.
13	Residents are NOT allowed to loiter on the porches, exits, hallways, laundry rooms, resident parking lot, at the end of the street, or staff parking area. Residents walking around the facility must continuously be moving. Residents are not allowed to walk up to the corner. Residents are not to walk across Brewer Pl., to the moving company lot.
14	Residents are NOT allowed to enter another dorm for any reason, other than their assigned dorm. Residents are not allowed to knock on the door of another dorm.
15	All working and non-working residents in the facility may be called upon at any time and required to participate in sanitation activities.
16	For the purpose of confidentiality, cameras and all recording devices are strictly prohibited. Pictures of residents, cameras, camera cell phones and all forms of recording devices will be subject to confiscation and WILL NOT BE RETURNED.
17	Residents of the opposite sex are not to be alone 1:1 in any location (indoors or outside) on the facility. Any resident finding themselves in this situation for any reason must immediately remove themselves. Residents of the opposite sex are not to converse in the hallways, recreation and dining hall areas and are strictly forbidden to pass notes. Physical aggression, including horse playing of any type is strictly forbidden.
18	Residents are not permitted to possess Pornographic Materials. These include, Magazines, videos, DVDs or photos exposing male or female genital areas. Any sexual paraphernalia or offensive materials are not permitted.

SECTION	2	LIVING AREAS
No.	Regulations	
1	Residents will be assigned to a dorm and bed upon arrival at the facility. Residents are not allowed to change dorm or bed assignments without specific authorization. Residents are responsible for determining that the bed and locker assigned to them are free from all items of contraband.	
2	Dorm windows will not be covered with any item (paper, blanket, etc.). Vents will not be covered nor will any item be placed into the vent. Cardboard or clear plastic boxes will not be allowed in resident's dorms.	
3	Residents may tape or affix personal items such as family pictures, a calendar, small items inside their locker.	
4	No resident is to tape, paste, tack or otherwise affix any picture, calendar, hook, or any other unauthorized item(s) on any part of facility walls or property. This includes the bottom of the top bunk.	
5	Residents are responsible for the cleanliness of their assigned dorm, bed and locker area. The floor around and beneath the bed is to be kept clean and clear of items with the exception of ONE pair of shoes. An alteration to any bunk or facility fixture (shelves, mounting lights or fans, etc.) is prohibited. All property must be stored in the assigned locker and drawer when not in use. This includes hats, coats, towels and books. All authorized appliances (except alarm clock) must be unplugged when not in use and stored. No property is allowed on windowsills, in chairs, on top of the bunk, or hanging on the bunk or chair.	
6	Beds must be properly made in a uniform fashion at all times, between the hours of 6:00 AM TO 6:00 PM. Sheets will be tucked fully under the mattress, and the facility issued blanket will be used to cover the bunk, tucked neatly around the edges. Any personal items left unattended on the bunk will be subject to confiscation. Dorm chairs folded and place on top of the assigned bunk when the resident is away from the unit. Under bed storage bins must remain off the floor. See example posted in the dorm.	
7	No property is permitted between the mattress and the bunk frame, or under the pillow or bed linens. All bunks will contain one facility issued mattress and one facility issued pillow. All residents are responsible for weekly laundering of facility issued linens. All facility issued property must be inventoried by staff prior to the residents discharge. Failure to do so can result in a delay in the resident's discharge from the facility.	
8	Residents are not allowed to sleep on the floor, or any other location other than their assigned bunk.	
9	Candles, incense, air fresheners, night-lights, extension cords, multi-plug adapters are prohibited.	

10	Possessions of tools, electrical equipment or devices (coffee makers, typewriters, lamps, fans, soldering irons, tattoo guns, video games, miniature televisions, etc.), electronic communication equipment, of any kind are prohibited, without written consent from the Facility Director. Only those items specifically identified on the Property Limitation Notification is permitted. Large "boom box" type radios are not allowed. Only small walkman, IPOD, CD players or single functioning alarm clocks are permitted.
11	Acts of vandalism, INCLUDING SMOKING may result in a facility "lock-down" until an investigation can be completed. During a "lock-down" residents are required to stay inside of their dorms, with a complete absence of privileges.
12	Dorm chairs are not permitted outside of the dorm door except for scheduled program groups, meetings or as otherwise directed by staff. Dorm chairs are not to be left in the bathroom area after the completion of personal hygiene.

SECTION	3	DRESS CODE
No.	Regulations	
1	Muscle shirts, undershirts, cut-off shorts, or excessively tight or otherwise revealing attire of any kind is prohibited.	
2	Residents are required to be appropriately and fully dressed at all times and locations of the facility, to including in the common areas of their dorm. The only except is when a resident is in the bathroom areas taking care of personal hygiene or using the toilet. Sleeveless shirts, undershirts, underwear, or sleepwear (including shirts that have had the sleeves removed) are not permitted to be worn during the day (6:00am – 11:00 PM) inside or outside of the dorm areas. Shirts are to be fully buttoned at all times. Shorts must come to mid-thigh. Residents are required to change clothes in the bathroom and should never be exposed in the dorm living areas. Residents are not allowed to wear sleeveless shirts or tank-tops while on facility grounds. In all instances where a resident is assigned to a facility work assignment the resident is required to remain in compliance with facility dress code.	
3	Sandals, house shoes, slippers, flip-flops or other shoes that do not adequately cover the entire foot must be worn with socks when outside of the dorm.	

SECTION	4	RECREATION
No.	Regulations	
1	Recreational items are available upon request. Television is available during the posted times.	
2	All residents must sign the Weight Room Participation Waiver prior to utilizing any equipment. Residents must abide by each rule listed on the waiver. Males and Females are not to use the weight room at the same time.	
3	The recreation area is open throughout the day for resident use, observing the respective Male and Female area limits. Sitting, standing or otherwise loitering outside the authorized recreation area, leaning up against the building(s), and/or going behind buildings is prohibited, without being authorized to do so by a staff member.	
4	The facility grounds have designated areas for female residents and male residents. Male and female residents must remain inside their designated recreation areas. Residents of the opposite sex will not participate together in the same recreational activities, nor share the same areas. Designated recreation areas may be exchanged for the day to afford residents equal access to basketball and other forms of recreation. This will require staff approval.	
5	Resident must be playing volleyball, basketball, etc. if athletic apparel is worn outside of the dorm. Shower shoes are not to be worn outside of the dorm. NOTE: Recreation time is not a sporting/athletic event.	

SECTION	5	FACILITY TRANSPORTATION
No.	Regulations	
1	The facility transportation is not to be used for social passes of any nature. Residents are to have their own transportation for day passes or overnight passes.	
2	Facility transportation is for the purposes of job searching, employment or group meeting with transitional services.	
3	Residents who depend on Grossman Center for transportation are to abide by the Transportation Schedule.	
4	When using facility transportation residents of the opposite sex are prohibited from sitting next to each other and are not permitted to talk to each other. Female residents are to ride in the front area of the vehicles at all times. In the case when a van is full to capacity, female residents have the preference.	
5	Residents are strictly forbidden from tampering with any function on the vehicle controls panels including the radio, while a passenger of the RRC Vehicle.	

SECTION	6	SAFETY and SECURITY
No.	Regulations	
1	When assigned to work assignments within the facility, residents are required to wear approved personal protective equipment when needed or when policy requirements exist, ie., gloves, aprons, hair nets, closed toed shoes, etc.	
2	Residents are required to respond to fire drill evacuations and tornado drills. Emergency drills are conducted at random, at which time residents are required to follow emergency procedures as instructed by staff.	

3	Residents are required to report immediately to staff any condition or practice that may cause injury. If a resident is injured they are required to immediately report such to a staff member. Staff will assess the necessity of emergency care and begin notification procedures.
4	Facility counts are conducted at scheduled times throughout a 24-hr period. Residents are required to stand count at the direction of the staff member conducting count from the hours of 6:00 AM to 11:00 PM hrs daily. Counts taking place during the overnight hours, residents are required to remain in their assigned bunk.
5	Residents are strictly prohibited from tampering with security exit doors. Residents are also prohibited from tampering with alarmed doors inside the facility. Residents found to be tampering with the security exit/ alarmed doors are subject to disciplinary actions.
6	Residents are strictly prohibited from tampering with light fixtures, plumbing and plumbing fixtures and ceiling tiles. Residents tampering with any of the above are subject to disciplinary actions.

SECTION	7	RESPONSIBILITIES
No.	Regulations	
1	All residents are assigned to house duties and responsibilities. It is the resident's responsibility to report at the designated time and place for these house duties and assignments and to notify staff he/she is reporting. Residents who fail to report or fail to carry out their assigned house duties or facility work assignments will be subject to disciplinary action and their failure will be considered as a refusal to fully participate in programming activities.	
2	Residents who fail to return to the facility as scheduled, or residents who are found to be missing from the location that is specified on his/her monitoring schedule or travel pass, will be reported to the appropriate department as an escapee. Accountability is maintained by the resident's physical presence at the facility. A telephone call will not be an excuse for being late, however it may prevent the resident from being reported as an absconder.	
3	Random urine specimens are taken from residents without prior notification. If notified of the need for a specimen, residents have two (2) hours in which to give it. Residents will remain under staff surveillance until completed specimen is given. Failure to give a specimen within the two-hour period is considered a stall and a stall is considered a positive, which will result in disciplinary action.	
4	The yard closes at 10:00 PM for the completion of program activities to clean up. Any resident in the courtyard between 9:00PM and 11:00 PM will be under directive of staff. Any resident found to be outside their dorm after 10:00 PM will be considered out of bounds which will result in disciplinary action. No resident is to be outside of his/her assigned dorm after 10:00 PM without a legitimate medical or other emergency. Lights out at this facility is at 11:00 PM Sunday through Thursday, and 12:00 PM Friday, Saturday and Holidays. All residents are required to be in their assigned bunk – "Feet Off Floor" (FOF) by that time.	
5	"Lay-in" policy applies to night workers who return to the facility after 1:00 AM. Or a written authorization from an Administrative Staff member indicating the need for the lay-in.	
6	All residents are expected to maintain an appropriate disposition when communicating with staff members. If given a directive or otherwise instructed by a staff member to do something, it is expected that the resident comply with the request given. If the resident believes that the request is unreasonable or otherwise objectionable, he/she must utilize the grievance procedure, rather than display open disregard, disrespect, loud or argumentative attitude, or refusal to comply. This will only result in the resident receiving further sanctions. COMPLY, AND THEN COMPLAIN.	

SECTION	6	VISITATION
No.	Regulations	
1	Visitation Hours are Saturday and Sunday, between 2:00 and 4:00 PM. All residents are allowed one (1) 2-hr visit on Saturday and Sunday.	
	At the end of a visit, the resident must remain in the visitation area and not to accompany their visitors outside the facility or to their vehicles.	
2	All visitors age 13 and older entering the facility must register with the staff member on duty and must present a valid identification (photo identification - Driver's License, State Identification Card, School Identification Card) prior to being allowed entrance into the facility. Visitors may consist of two adults and 3 children per day.	
3	Visitors must be appropriately dressed to enter and visit within the facility. See-through clothing, halter and tube tops, etc., will be not allowed. All shorts must be knee length, no "short" shorts allowed. Visitors who are not appropriately dressed will not be allowed to visit at the facility. Residents may not give visitors any article of clothing from their dorm or cover up inappropriate dress. Any disrespect shown to a staff member by a resident or visitor will result in termination of visits for that day.	
4	Visitors may not bring any items or articles into the facility to be given to residents without prior approval of staff. Items which visitor wishes to give to a resident must be presented to staff for inspection prior to the item being given to the resident. Items are not to exceed the property inventory limitation policy.	
5	Visitors and residents are permitted to sit next to each other during visits. However, any inappropriate physical contact is prohibited and could result in termination of the visit.	

6	Visitors are allowed to bring food items into the facility to be consumed during the visit. These food items must be presented to and inspected by staff prior to entering the visitation area. Liquid items (i.e., soda water, drinks, etc.) will not be permitted into the facility. Food may not be shared between residents.
7	Residents are permitted one brief embrace and kiss at the beginning and end of their visit. Behavior displayed by residents or a visitor that is considered inappropriate for a family style visitation (i.e., continuous kissing, petting, etc.) will not be permitted or tolerated during visitation periods. Failure to comply may terminate a visit.
8	Visitors are expected to ensure that children brought into the facility during visitation are properly supervised. Children are not allowed to play on the equipment in the visitation area and they must not become disruptive and disturb other visits. Should children become disruptive the staff on duty may terminate the visit.
9	Visitors and residents will not be allowed access to the restrooms during visitation. Any resident or visitor leaving the dining hall area during visitation will result in immediate termination of the visit. All visits are limited to the designated visitation area. Visitation is not allowed to continue outside of the facility.
10	Visitors are not permitted to bring smoking materials on the grounds or within the confines of the facility.

SECTION	6	EMPLOYMENT
No.	Regulations	
1	After completion of level one, residents must obtain and maintain stable, full-time employment. In the event that a resident is medically incapable of working, it is the responsibility of the resident to provide written documentation from a Medical Professional. Residents are not permitted to accept, terminate, or change employers or hours/days of employment without prior written approval from their assigned Case Manager.	
2	Residents are required to return to the facility as scheduled, immediately at the end of his/her workday. If a workday is cut short, or cancelled, residents are to return to the facility immediately. Case Managers must provide prior approval for any overtime work or when a resident will be late due to his/her employment. Telephone calls do not excuse returning late unless it is specifically job related and verified in advance.	
3	Residents are required to sign in and out with staff approval each time they enter or leave the facility. Residents must take an Employment Search Verification Form on each job search/interview to be completed by the employer and turned into the Employment Specialist upon return to the facility. Residents are responsible for their own employment search or work schedule, as approved by the Employment Specialist.	
4	All Employment Search Forms are turned in by 9:00 AM for the following day for approval by the Employment Specialist. Residents on job search status are required to be appropriately and professional dressed prior to leaving the RRC. No Logo T-shirts, Du-rags, caps, hats or saggy trousers or jeans are allowed. A belt must be worn and all residents must have a clean and neat appearance. Residents on job search are required to attend a mandatory job development class during the week.	
5	Residents are prohibited from traveling to any location other than those identified on the Job Search Form, and then ONLY to pursue employment. Residents are prohibited from bringing merchandise into the facility purchased while on job search. Merchandise should be delivered to the facility during business hours, or while on shopping pass.	
6	Residents who are sick or who will not attend work must notify their case manager within 24 hours on the day the resident will not report for work.	

The Facility Director may develop and implement additional rules and regulations as may be deemed necessary for the operations of the facility. These rules and regulations will be posted in the dining hall and main hallway. It is the responsibility of each resident to review these postings and become familiar with any changes and/or new rules and regulations that may be implemented.

203 EXTRA DUTY ASSIGNMENTS

Upon the conclusion of a disciplinary hearing in which a resident is assigned to extra duty it shall be the resident's responsibility to ensure such extra duty is completed and approved by staff. Until such time as the resident completes all extra duty assignments he shall be held on "Work Only" restriction status. Specifically, any resident who has extra duty assignments will be ineligible for all privileges until the completion of all extra duty assignments. NO EXCEPTIONS MAY BE MADE TO THIS POLICY WITHOUT THE SPECIFIC AUTHORIZATION OF THE FACILITY DIRECTOR OR ON-DUTY SUPERVISOR (ODS).

204 RESTRICTION STATUS

Residents who fail to comply or who violate program requirements, rules and / or regulations may be placed either through the established disciplinary process or by an administrative decision on restriction status. GROSSMAN CENTER utilizes the following restriction(s):

TYPE OF RESTRICTION	RESTRICTIONS WHICH ARE IMPOSED
Work – Only Restriction	Resident is allowed to leave the facility only for employment purposes. Sign-out privileges and pass privileges are completely restricted.
Full – House Restriction	Resident is confined to the facility and may only leave his/her designated dorm for meal times or if summoned by a staff member. Sign-out privileges, pass privileges, etc., are completely restricted.

With the approval of an administrative staff member a resident may be placed immediately on either of the above restriction status until the completion of a disciplinary hearing, investigation and / or treatment team meeting. This administrative placement on restriction status is not considered disciplinary action but rather only administrative action until proper disciplinary action or authorities can be notified of the resident's behavior / actions.

205 DRUG TESTING

This facility is an alcohol and drug free. Residents of the facility will not use intoxicants of any kind, either in or out of the facility. The time, place, and amount of intoxicants are of no consideration to the staff of the facility. Any resident can be asked at any time to submit to urinalysis or breathalyzers. Any resident refusing to submit to such forensic testing will be subject to disciplinary action. All residents have **two hours** to provide a urine sample for urinalysis. **However, the resident may not leave the direct sight and supervision of staff until such sample has been provided.** Failing to provide a urine sample within the two-hour allotment will be considered a stall and a positive result.

Upon admission into the program, each resident is required to sign an acknowledgement and release concerning the administering of urinalysis, as it is the policy of the GROSSMAN CENTER to provide random, routine and for cause drug testing of all residents admitted to the facility. Drug testing of residents may occur under any of the following circumstances:

- when the resident's behavior suggests the possibility of drug / alcohol use;
- when drugs / alcohol is found in the resident's dorm, assigned living area, or personal property;
- when a resident returns late for curfew or returns from an absconding to the facility;
- when statements are made by the resident or another resident which suggests the possibility of use;
- when staff have a belief that the resident is possibly intoxicated or under the influence;
- when a supervising agency requests that the procedure be done;
- when a resident returns from pass or weekend privileges; or
- at any other time determined appropriate and necessary by staff.

Random urine specimens may be taken from residents without prior notification. If a resident is notified of the need for a specimen, the resident will have **two (2) hours** in which to give the specimen. Failure to give a specimen within the two hour period is considered a stall and **a stall is considered as a POSITIVE RESULT, which will result in disciplinary action.**

All specimens will be collected under the **"direct sight and sound"** supervision of a staff member. All residents will be pat searched and required to wash hands before a specimen is collected. At no time will a resident be allowed in the UA room with layered clothing to include coats, jackets, sweaters, hoodies, etc. If the collecting staff member has reason to believe that a resident may have adulterated or substituted a specimen the resident may be ordered to give an additional specimen. All residents are required to report any medications taken prior to their UA, including prescription and over the counter medication.

Consumption of Poppy Seeds and Inhalers:

It has been determined that the consumption of poppy seeds may cause a positive drug test, which will result in disciplinary action. As a condition of each resident's participation in the community programs, the resident must agree not to consume poppy seeds or items containing poppy seeds. By the resident's signature of the Handbook Acknowledgement form, they attest that they understand that consumption of these food items will not be accepted

as an excuse for a positive drug test indicating the presence of codeine or morphine. Furthermore, by the resident's signature, the residents attest that they understand that they are not allowed to use or possess Vicks or Benzedrex inhalers or similar items without a doctor's certificate. Use of these items will not be accepted as an excuse for a positive drug test indicating the presence of methamphetamine.

206 CLEARING THE HOUSE

Prior to the facility being cleared to allow resident in-house privileges, all resident cleaning assignments must be accomplished, and each dorm inspected for compliance with sanitary and property storage standards. This will be done once per day at 9:00 AM. No resident will be eligible for television privileges, or recreation until his/her dorm has been inspected and cleared by a staff member.

207 OFF LIMIT AREAS

Areas within the local community may be determined as "OFF LIMITS" to residents of the facility. Specific areas which contain establishments which serve alcoholic beverages (bars, nightclubs, etc.) are considered as off limits to facility residents. However, the Facility Director may declare any other areas within the community as off limits which he / she determines such area (s) to be detrimental to the successful transition of facility residents.

Areas that are declared as "OFF LIMITS" are all bars, lounges, casinos, hotel lounges, gentlemen's clubs, Arrowhead stadium complex, Kansas Speedway and restaurants that serve more alcohol than food items. It is the responsibility of the individual resident to review this posting and ensure that he / she does not enter any area (s) declared as off limits. Should a resident be observed or found in a declared off limit area, the resident will immediately receive a violation report.

208 RESIDENT PROPERTY AND PHYSICAL SEARCHES

All residents assigned to the facility are subject to a physical search of their person and their property at anytime with or without cause. Any resident who refuses an order by a staff member to be searched will be subject to disciplinary action. Staff of the facility will search routinely residents who are entering and / or leaving the facility, resident dorms, common areas, vehicles and all property items. Additionally, all items brought into the facility either by residents and/or visitors will be subject to search.

CONTRABAND ITEMS

All contraband items that are found as a result of these searches will be confiscated and violation reports will be issued to all residents who are found in possession of contraband. All illegal drugs, drug paraphernalia, alcohol and / or weapons found during searches will be confiscated and turned over to the custody of local law enforcement officers. CHARGES WILL BE FILED AGAINST ALL INDIVIDUALS WHO INTRODUCE DRUGS, ALCOHOL OR WEAPONS ONTO FACILITY PROPERTY. IN ADDITION, ALL RESIDENTS FOUND TO HAVE COMMITTED A MISDEAMENOR OR FELONY WHILE AT THE FACILITY WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

All items designated as contraband by the Facility Director shall be prohibited from entering facility property. Staff and residents will be advised in written communication from the Facility Director regarding those items that are considered as contraband. Security staff will physically search the facility on a routine basis to discover and remove contraband items. All other staff will physically search their areas of assignment daily to discover and remove contraband items.

For the purposes of this policy and facility operations contraband shall be defined as any item that falls in the following categories:

- items not issued through approved channels or approved by policy;
- items not approved by the appropriate staff member;
- items not approved for a visitor to introduce;
- items otherwise approved but altered from their original approved condition;

- Pornographic materials
- unauthorized items passed from one resident to another;
- any dangerous item, unauthorized tool, drug, intoxicant, corrosive, flammable or other item not issued by or under the direct supervision of a staff member using prescribed procedures;
- any article specifically prohibited by statute, policy, or regulation;
- personal items or valuables whose ownership cannot be determined; and
- excessive amounts of any authorized item.

PROPERTY LIMITATION NOTICE

All residents assigned to a GEO Group Inc, residential facility will be allowed to retain personal property in the manner and limitations stated within this process. It is the intent of this process to facilitate a safe sanitary living condition. All personal property will be stored in the locker or drawer provided by the facility unless indicated by the Facility Director. Any property that cannot be stored properly will be considered excessive and must be disposed of in a proper manner by the resident. Failure to do so will result in the property being confiscated and disposed of in accordance with GROSSMAN CENTER policies.

In order to accommodate residents with work uniforms the allowed amount of pants, dress shirts, and pull over shirts may be mixed and matched, however, the total amount may NOT EXCEED 12 GARMENTS. Hygiene items shall be limited only to the amounts that can be stored properly in the resident's assigned storage. Food and drink items shall be prohibited from all dorm areas and lounges. All vending machine or other food items must be consumed in the dining area(s).

Due to space limitations items such as: fans, and bicycles, etc., will require written permission from the Facility Director or designee before they will be allowed on the facility. This written permission may consist of a posted memo from the Facility Director or specific documentation on a case by case / item-by-item basis. Otherwise, all property must be stored in the assigned lock box or locker space.

Any property to be found in excess of the amounts dictated by this process or property that is found not stored properly will be considered contraband and will be confiscated, and disposed of in accordance with the facility policy for disposition of contraband. Furthermore, any authorized electrical item left on while the resident is out of the immediate area will be considered contraband and will be confiscated. Staff will notify the resident who has property items confiscated in writing of all personal property items (not classified as contraband) that are confiscated. The resident will have (14) fourteen days to make arrangements for disposition of property. After this allotted time the facility will dispose of the property in the manner outlined in GROSSMAN CENTER Process.

Residents are not permitted to have items or money to exceed **\$50.00** value. If a resident has more than \$50.00 on their person, any **amount above \$50.00** is to be turned into the administrative Staff at the RRC to be counted in front of the resident and locked in the administrative office safe.

PROPERTY DISPOSITION NOTICE

All property items known or believed to be the property of a resident who leaves the facility without receiving their property shall be disposed of in the manner stated within this procedure.

Upon the departure of a resident from the facility the resident will be required to obtain and take with them all items of personal property. As part of the discharge process each resident will be required to sign a document which states that upon their discharge they are in possession of and have departed the facility with all items of their personal property.

In the instance, where a resident is discharged from the facility without receiving their property (i.e., absconding, arrest, hospitalization, etc.) staff on duty at the time of the resident's discharge will collect all identifiable items of personal property belonging to the resident from their assigned living area. Staff will make every effort to identify the property items belonging to the resident. However, staff will not be held responsible should property items not be

found or in cases where property items are lost. This property will be inventoried and will be placed in secure storage pending proper disposition.

DISPOSITION OF PROPERTY

Property items which are held for residents who left the facility without receiving their property shall be held for a maximum period of thirty **(30) days** before it is destroyed, except for items of property which pose a health risk (i.e., spoiled food, etc.) which may be disposed of immediately. The Chief of Security will prepare and retain written documentation describing any items destroyed and the reasons for such action.

In the instance that a resident wishes to allow another individual to pickup his property, the resident must provide said individual with a signed release for the property. Property can not be picked up by another resident of the facility. The signed release may consist of a written notarized letter addressed directly to the Facility Director that specifically states the following information and/or statement.

"I (Resident's Name) do hereby authorize the following named individual to pickup all property items belonging to me that remain at the (Name of the Facility). The individual so authorized is (individual's name, address and telephone number). I understand that by authorizing this individual to pickup my property I am releasing the facility from any and all liability and responsibility for the loss of any property."

The individual, upon picking up the resident's property, will be required to provide photographic identification to prove that they are in fact the named individual. A copy of the identification card will be made and attached to the signed release. This signed release will then be attached to the property inventory. Further, the individual picking up the property will be required to sign a Release of Responsibility releasing the facility and all concerned from any and all liability regarding the resident's property.

The company / facility shall not be responsible for more than **\$50 value** of a resident's personal property which is lost or misplaced due to the proven negligence of staff.

In instances where the resident absconds from the facility or leaves the facility against treatment advise and fails to obtain their property prior to their departure or when a resident leaves his/her property in the possession of another resident, the company nor facility shall be responsible for the loss of any of the resident's property.

CELLULAR PHONES AND PAGERS

Residents of the facility are allowed to possess cellular telephones during their residency in accordance with the facility Cellular Phone Policy and approval process. The policy for resident cell phone usage is as follows:

1. All residents must gain prior approval to possess a cell phone or pager, utilizing the attached Cell Phone/Pager Authorization Request form. Residents are required to disclose their cell phone numbers, present their cell phones and contracts for inspection prior to approval and anytime thereafter.
2. Cell phone or pager billing accounts will not be the responsibility of the Grossman Center or BOP. Maintaining a cell phone will not be an acceptable excuse for any residents failure to meet and pay their required program financial responsibilities.
3. The cell phone authorized use period will be from 6:00 AM until 11:00 PM. Any resident utilizing a cell phone during an unauthorized time will have their cell phone confiscated, privileges revoked, and will receive an incident report. The cell phone may or may not be re-instated after the appropriate action has been taken.
4. Cell phone usage is prohibited during Orientation, Group Meetings or Town Hall sessions. The facility director reserves the right to further restrict cell phone usage at any time, without prior notice.
5. Cell phone usage is prohibited in the Kitchen and Dining Hall during mealtime, or in the hall ways or lobby areas at any time.
6. Cell phones containing Cameras, Recording devices, and/or the internet are prohibited. Cell Phones will be inspected prior to use, and may be inspected any time thereafter.

7. Ring tones or other audible cell phone sounds are prohibited. Cell phones must be set on vibrate at all times.
8. Any cell phones/pagers, chargers, and /or accessories found or left unattended will be confiscated.
9. The Grossman Center and/or the BOP is not responsible for any lost or stolen cell phones, pagers, accessories or equipment.
10. Misuse or abuse of the cell phone/pager privileges and/or violation of any of the above articles may result in confiscation of phones and equipment, and revocation of privileges.

DISPOSITION OF CONTRABAND

All confiscated contraband shall be immediately turned over to the supervisor on duty. Upon receipt of the contraband the supervisor shall ensure that the contraband items are tagged with the date and time of discovery, resident's name (if applicable) and/or the location the contraband was found.

A report must be written by the staff member discovering the contraband that describes the contraband and when and where it was found. This report shall be given to the supervisor on duty, who will initial and date the report and forward it along with the contraband items to the Facility Director. The Facility Director shall secure all contraband in the facility evidence locker until disciplinary cases have been completed and/or local authorities assume custody.

Items that are not needed by local authorities for investigative purposes will be disposed of in the trash. Items that have value or usefulness will be donated to local non-profit charitable organizations. Items introduced into the facility as contraband will not be returned to the resident.

CHAPTER THREE

301 PASS PRIVILEGES

TYPES OF PASSES

GROSSMAN CENTER will consider and approve only five (5) different types of passes for its residential programs. Normally these passes cannot be taken in combination but must be requested and taken separately. Combination of pass privileges may only be done with the expressed permission of the Facility Director or Designee. Passes that may be requested by residents for approval are as follows:

1. **WEEKEND PASS**, which is approved to begin on Friday night not before 4:30 PM or upon the completion of the resident's assigned groups and/or in-house responsibilities whichever comes first. This pass is concluded not later than Sunday night at 9:00 PM.
2. **11 HOUR DAY PASS**, which is approved for a specific day. This type of pass begins no earlier than 8:00 AM on the specified day and ends not later than 8:00 PM on the same day.
3. **WORK PASS**, which is approved for Sunday through Saturday in accordance with approved work schedule supplied to work to Control Center. An Employee Resource Form is required to sign out of the facility.
4. **EMERGENCY PASS**, which is approved for a period not to exceed 48 hours for a death or critical illness within the resident's immediate family or in a situation where it is necessary to further the resident's progress. Immediate family for the purposes of an emergency pass is defined as mother, father, brother, sister, grandmother, grandfather, wife, or children. Emergency passes for relatives or other persons will not be approved. Emergency passes may only be approved by the Facility Director or Designee and require authorization from the resident's supervising agency (BOP, USPO, Pre-Trial).
5. **11 HOUR HOLIDAY PASS**, which is approved for a designated day as determined by the Facility Director or Designee. This type of pass normally begins no earlier than 7:00 AM on the specified day and ends not later than 8:00 PM on the same day. The Facility Director or Designee may impose special restrictions or eligibility requirements as he/she deems necessary.

Holiday passes are normally given only on nationally recognized holidays (i.e., Christmas, Thanksgiving, etc.) and will be posted in writing as to the day which will be offered, special restrictions and eligibility requirements. Holiday passes may only be approved by the Facility Director or Designee and may not exceed forty-eight (48) or eleven (11) hours in duration.

PASS PROCEDURES

Residents that have obtained and maintained stable full time employment (40 hours per week) and who have successfully completed two eleven hour passes may request a pass. Passes must be completed and turned in by 10:00 PM Tuesday of each week. Passes will be reviewed and approved by the Facility Director by Friday of each week. Weekend passes may begin only after the resident returns to the facility from work on Friday afternoon. Residents will not be allowed to leave on pass each Friday until after 4:30 PM. Passes will terminate on Sunday evening and the residents are to report back to the facility before the 9:00 PM curfew. Before being approved for passes, the resident must submit to the assigned Case Manager a prospective pass site. This pass site must be inspected by facility staff before the resident will be approved for any passes. This pass site must have a working telephone that does not have any of the following service options; call waiting, call forwarding, caller I.D., three way calling, call notes or other unauthorized services. Residents are required to submit monthly telephone bills for this approved pass site so staff can verify that such services have not been added after the initial site inspection. In the event that the pass site utilizes an answering machine, the use of this device must be discontinued during the time the resident is at the pass site location. In addition, internet connections, which tie up telephone lines, will also have to be temporarily discontinued while the resident is at the location.

Upon leaving for pass, the resident is to go immediately to the pass site and telephone the facility staff confirming their arrival. Residents may not leave the pass site for the remainder of Friday night in accordance with the approved Pass Request. The resident may only leave the pass site to travel to approved locations which were identified and verified on the Pass Request form and only at the approved times identified. Before each movement, the resident is to telephone the facility to inform the staff that a movement is about to be made and where the movement will be. Once the resident has arrived at the new location, the resident must telephone the facility and confirm their arrival. At all locations, the resident must be able to be contacted by the facility. Random accountability calls will be made to pass site locations and travel locations during the pass. Residents must return to the approved pass site by 8 p.m. each night. There will be no movement from the approved pass site from the hours of 8 p.m. to 8 a.m. In addition, at least 50% of the time allowed on pass must be spent at the approved pass site location.

For residents who work at least 32 hours during the week, but less than the required 40 hours, an 11-hr pass is the only pass available. 11-hr passes will allow the resident to leave the facility up to eleven hours. The resident may choose to take this day pass on either Saturday or Sunday. Residents may leave the facility on day pass beginning at 8 a.m. and must return to the facility within the eleven-hour period or by the 8 p.m. curfew, whichever comes first. Day passes must be requested in writing just as weekend passes. Pass sites must also be verified before the resident will be allowed to leave for pass. All criteria listed above as it relates to telephone services, subsistence and accountability calls must be adhered to when on a day pass.

To be eligible for passes, the resident must be at the appropriate level and meet the following criteria:

Weekend Passes

- ✓ Must be employed full time (40 hours per week)
- ✓ Must have pass site location submitted in advance and inspection have taken place
- ✓ Telephone services must be verified by staff
- ✓ Must have submitted an acceptable budget to the assigned Case Manager
- ✓ Subsistence payments must be current and paid in full
- ✓ Must submit a Pass Request form by Tuesday night at 9:00 PM.

11-Hr Passes

- ✓ Must be employed and worked at least 32 hours each week.
- ✓ Must have pass site location submitted in advance and inspection have taken place
- ✓ Telephone services must be verified by staff
- ✓ Must have submitted an acceptable budget to the assigned Case Manager
- ✓ Subsistence payments must be current and paid in full
- ✓ Must submit a Pass Request form by Tuesday night at 10:00 PM.

302 SIGN OUT PRIVILEGES

Maintaining accountability of all residents is the first order of business for the staff of GROSSMAN CENTER. Because accountability is so important, the following guidelines have been established for residents who wish to sign into and out of the facility.

- ✓ Each resident will be required to work with their assigned Case Manager to establish an approved schedule that will identify times, days, and locations to which travel is approved. All movement will be managed through the approved schedule process.
- ✓ Residents are not allowed to sign out to any location that does not have a working telephone and/or a physical address.
- ✓ Each resident will be provided with an individual movement log that will be maintained in the Monitor's Station. Each time a resident wishes to leave the facility, they must provide their approved schedule to the facility staff so that verification can be made that such movement has been approved. After verification has been made, the resident is to complete the entry by reviewing the information and signing the movement log. Facility staff will then review the resident's entry, and if correct, complete their approval section. After the

- ✓ movement log has been completed, staff will verify and sign the resident out of the RRC.
- ✓ A resident is only allowed to sign out to approved locations. Residents must return to the facility before they can sign out again to a different approved location.
- ✓ Residents must return immediately after work to sign in. Depending upon their approved schedule, the resident may then sign out for recreation, if no other responsibilities are impending.
- ✓ Residents must sign out for a specific location when leaving the facility. Residents must note the exact time of sign out, according to the office clock. Residents must also note the expected time of return to the facility. The dates, times, and locations of such sign outs must correspond to the approved schedule.
- ✓ Upon the resident arriving at the approved location, they must contact the facility by telephone to report that they have arrived to the approved location. In addition, the resident must contact the facility again by telephone when they leave the approved location to begin travel back to the facility. Cellular telephones may not be used in calling the facility.
- ✓ **All residents returning to the facility must immediately report to the facility staff before they enter into the main living areas.** Upon returning, the resident's movement log will be updated and completed and approved by the facility staff.
- ✓ Residents that ill are to report such to the facility staff so that they may be approved to be in bed during the day and so that staff may check in on the resident. Residents too ill to report to their respective employment will not be allowed to sign-out for recreation.

It should be noted that no resident may sign out of the facility for any purpose without prior written authorization. Residents who are seeking employment must submit an employment search request to the Employment Specialist no later than 9AM on the day prior to the proposed employment search. Employment search shall begin no earlier than 6:00 AM and be back within the facility no later than 4:30 PM. Employment search is not permitted on Saturday, Sunday, or Holidays.

No resident may sign out of the facility for employment purposes to a job site without first submitting an Employment Resource Form and by completely filling out the employment information on their respective sign in/sign out log. Travel times for employment are approved by the Case Manager or Employment Specialist only.

No resident may sign out for an overnight pass without prior approval for the specific pass. In addition, no resident may sign out for any other purpose without first having secured an approved Movement Request. In addition, residents are not allowed to sign out of the facility for daily movement for more than twelve hours without written authorization from a Case Manager or the Facility Director after authorization from the Bureau of Prisons CCM.

Conditions Related to Sign Out Privileges

Residents are allowed to leave the facility only under the following conditions: WHEN GOING TO OR FROM:

- ✓ An approved job interview;
- ✓ An approved job search;
- ✓ Approved employment;
- ✓ Approved social pass;
- ✓ Approved religious services;
- ✓ Approved recreational functions; and
- ✓ Approved passes to social service agencies to conduct business regarding family matters and any other functions or outings as approved by staff that may necessitate the resident being away from the facility;
- ✓ Guidance Center or other sites for scheduled program appointments.

303 CURFEW HOURS

All newly arriving residents to the Grossman Center will be restricted to the facility until completing intake, orientation and meeting with the Program Review Team (PRT). After this initial restricted period, the resident will then be allowed to begin employment search through the approval of the PRT. The resident will adhere to the 4:30 PM curfew until they have gained employment. After the resident has gained employment, the curfew may be extended up to 9:00 PM, depending upon the work schedule of the resident. Each resident is responsible for notifying facility staff immediately of unavoidable delays that will result in the resident arriving late for curfew.

All residents are required to be on the premises each month to attend one of the scheduled Town Hall Meetings. Residents who begin work must make accommodations with their employers to be present at one of these required monthly meetings.

The national curfew for all residents under federal jurisdiction is 9:00 PM, unless approved to work during this time. All residents who do not work night hours must be at the facility by 9:00 PM. Residents will be in their assigned dorms by 10:00 PM each weeknight. Residents will be in their assigned bunks by 10:30 PM and lights out will be at 11:00 p.m. during the week and at 12:00 midnight on Fridays, Saturdays and holidays. Residents will not be allowed to wander through the facility after the 10:00 PM time unless it is an emergency.

304 IN-HOUSE WORK ASSIGNMENTS

All residents will be responsible for maintaining the sanitation of their assigned living quarters and other areas of the facility in which the resident frequents, to include the dining hall, counseling rooms, common areas, laundry rooms, etc. Each resident is expected to maintain proper sanitation in their assigned living areas at all times, to include bed made, floor swept and mopped and/or vacuumed, furniture dusted, windows cleaned, bathroom facilities maintained, etc. Food, drinks, candy and other items that might attract vermin and insects are forbidden to be kept in the living quarters.

On a weekly basis, a work duty roster will be posted that will assign specific residents to specific tasks around the facility. Each resident will be responsible for reviewing this work duty roster to identify areas that may be assigned. At the designated nightly house cleaning time, each resident assigned a specific in-house duty will report to the facility staff to obtain cleaning items, chemicals, protective wear, etc. in order to begin the assignment. Once the assignment has been completed, facility staff must review the work to verify that the resident completed the assigned task satisfactorily. If the task is not completed in accordance with the facility expectations, the staff will give guidance and the resident will complete the task again until the outcome meets the expectations of the facility. Assignments to this work duty roster will be alternated every Monday morning and the revised work duty roster will be posted on the resident bulletin board. It should be noted that some of these duties have specific times to be completed. These duties must be completed within the specified time for good reasons, and exceptions will not be made.

In addition to assigned tasks, residents are expected to clean up behind themselves during their normal activities. Residents are expected to appropriately place soiled dishes away after meals and to maintain the sanitation of the area in which they ate. In addition, residents are expected to pick up items they use in the laundry area, dayroom areas, meeting areas, counseling areas, etc. In addition, staff may request the assistance of residents in performing incidental tasks that may not necessarily be itemized on the work duty roster. Residents are requested to cooperate with staff in completing these tasks.

On the 4th Tuesday of each month, the Grossman Center will hold a "town hall" meeting, in which all residents will be required to attend. After this town hall meeting, a weekly facility sanitation inspection will be conducted by the facility administration to include all living areas and all department areas of the facility. At this time, residents will perform detailed cleaning activities to ensure the facility meets the sanitation expectations of the facility administration. Listed below are the housekeeping plans for the respective assigned areas:

AREA	DESCRIPTION
Assigned Living Quarters	Beds are to be made each time the resident awakes. Clothes are to be placed neatly (hung or folded) in lockers or property boxes at all times. Clothing and other articles may not be left lying around. Bathrooms are to be cleaned on a daily basis. Trash is to be emptied daily. Windows and window sills are to be cleaned weekly. Floors are to be vacuumed and/or mopped on a daily basis. Walls are to be cleaned weekly or as needed.
Clean-up Service Crew	Maintain the cleanliness and sanitation of the common areas by providing clean-up services such as sweeping, mopping, vacuuming, dusting, emptying of trash receptacles, etc.) as direct by staff.

ANY INDIVIDUAL WHO DOES NOT REPORT FOR OR PERFORM THEIR ASSIGNMENT AS INSTRUCTED WILL AUTOMATICALLY BE PLACED ON RESTRICTION. WHEN A LIVING AREA IS FOUND NOT TO BE IN COMPLIANCE WITH SANITATION STANDARDS ALL INDIVIDUALS ASSIGNED TO THE LIVING AREA WILL BE PLACED ON RESTRICTION. ALL APPOINTMENTS WITH FACILITY STAFF (LIFE SKILLS, EMPLOYMENT, ETC.,) MUST BE SCHEDULED AT TIMES OTHER THAN THE TIMES OF COMMUNITY WORK ASSIGNMENTS.

CHAPTER FOUR

401 EVALUATION OF PROGRESS

Residents admitted into the facility are evaluated and monitored on a continuous basis for the following:

- progress made toward identified treatment goals and objectives listed in the resident's Individualized Treatment Plan;
- progress made toward requirements placed upon the resident by the supervising agency; and
- compliance with program rules, regulations, requirements, and processes.

Evaluation and monitoring takes place on a scheduled basis. Each of these evaluation periods will involve facility / program staff, resident, and the appropriate supervising agency representatives.

The resident's supervising representative is immediately notified by telephone with a follow-up written correspondence in all instances where the resident is involved in a serious or unusual incident, absconds from the facility, produces positive results on a drug test, exhibits behavior that is non-conductive to the treatment goals of the program, or refuses to actively participate in required activities.

All residents are required to attend Bi-Weekly Meetings with their assigned Case Manager. Each Case Manager will assign a bi-weekly meeting for each resident on their case load. All residents are required to attend their bi-weekly scheduled meeting. If a resident fails to attend their bi-weekly meeting they will be subject to disciplinary action.

402 RELEASE PLANNING

Each resident will participate fully in the release planning process. Residents are required to submit a written release plan no less than ninety (90) days prior to their projected release date which address ongoing identified needs and include at minimum the following:

- living arrangements;
- employment;
- activities / services to sustain recovery;
- budget and savings;
- aftercare services; and

HOME CONFINEMENT

Home Confinement permits a resident to reside at his/her own home and work at gainful employment. The earliest home confinement date is determined by the sentencing guidelines of a resident's most recent convictions. That date is specified in the initial paperwork received from the Bureau of Prisons. However, the facility has requirements that residents must meet as well. All residents eligible for Home Confinement must have:

- established a pattern of consistency and accountability with their employment and observance of Center Rules;
- successfully completed at least two passes with no reported violations or problems;
- paid subsistence at least once and be current with subsistence payments;
- Pass/release site must be approved by staff prior to Home Confinement date including current telephone bills to ensure it has been paid and the service does not include call forwarding, caller I.D. or other unauthorized services. Home Confinement residents shall submit subsistence at a rate of 25% of their gross income. The weekly subsistence collected shall not exceed the per diem rate established for Home Confinement times seven.

All Home Confinement residents shall return to the Center at least once a week for regular program requirements, counseling, urine testing and other required programming. **Residents on Home Confinement are required to maintain the 9:00 PM - 6:00 AM. curfew each day unless so indicated and approved by the Facility Director.**

All Home Confinement individuals with driving privileges may drive to work and to the Center for designated functions.

CHAPTER FIVE

501 LIFE SKILLS

Life Skills is the practical “real life” application and use of life skills tools. Life Skills is a 12 hour mandatory class all new residents are required to attend. If a resident fails to complete the Life Skills class, it may affect their progression to the next level. As part of a resident’s program who is assigned to residential or halfway housing, he / she will be required to participate in life skills programming for the entire period of stay at the facility. During this process resident will be taught, discuss and receive hands on experience in subjects such as personal finance management, problem re-cognition, problem solving, job seeking techniques, appropriate dress and appearance, etc. Residents will then be provided with the opportunity to actually apply this knowledge while seeking employment through job placement and other transitional options within the community at-large.

502 FINANCIAL RESPONSIBILITY PLAN

Budget Planning and FRP

Upon obtaining employment, the assigned Case Manager and the Resident will establish an individualized budget plan as a part of applied life skills programming. This budget plan will include the review of all expenses and obligations such as 25% subsistence fees, child support, court fees, restitution payments, and other financial obligations. Once established, the resident will be required and expected to strictly adhere to the agreed budget plan as approved and any variance from this plan will not be accepted or allowed without prior approval.

Variances from the established budget plan may only be approved prior to the expenditure of funds and after a meeting between the resident and the assigned Case Manager is completed. Expenditure of funds not approved by the resident’s established plan or expenditure of funds without prior approval will result in the denial of passes and / or imposition of consequences.

503 INCOME

Subsistence

All residents arriving to the facility from the Federal Bureau of Prisons must pay subsistence once they obtain employment. Subsistence is calculated by multiplying the gross salary dollars by 25%. All subsistence collected is rounded down to the closest whole dollar amount. These monies go to offset the residents housing costs incurred while at the facility. Subsistence must be paid within twenty-four hours of the resident receiving their paycheck. Payment will be made in the form of a money order or cashier’s check, as cash will not be accepted. Failure of any resident to submit this payment within the required timeframes will result in immediate disciplinary action and pass denials until the payment is made in full.

504 SAVINGS ACCOUNTS

Upon admission into the facility residents will be required to establish and maintain a savings account. After the resident becomes employed the amount specified in the budget agreement with the Case Manager will be required to be deposited into savings account each week. Failure to do so will result in the denial of passes and violation reports for failure to comply to program rules / regulations.

505 WORK DISABILITY

Any resident who is assigned to the facility and unable to work due to a permanent or temporary disability must have documentation in his/her file. This documentation must be at a minimum a letter from a licensed health care provider, which states the resident is unable to be employed while at the facility and provide medical reasons why employment is prohibited.

506 SOCIAL SECURITY BENEFITS

Residents that receive SSI benefits are not always precluded from obtaining employment while at the facility. While a resident may be receiving SSI benefits for physical, mental or other reasons, these payments are normally very small and do not equate to a minimum wage job. Therefore, the possibility of a resident losing his / her disability benefit check due to gaining employment is unlikely. Thus, a resident receiving SSI benefits is not a justification for a

resident not obtaining employment while at the facility. If a resident is capable of obtaining employment, the resident will be employed.

507 WOMEN'S GROUP

A weekly woman's group is offered to all female residents of the RRC. This group will address several different women's issues.

508 EMPLOYMENT CLASS

An employment class is offered to all residents who are currently job seeking. It is held once a week and is a requirement for all job seekers. Topics will include, resume writing, how to dress, interview techniques, etc.

CHAPTER SIX

601 EMPLOYMENT PLACEMENT

Job Placement is connective services that are provided to residents for the purposes of promoting and establishing stable employment. Upon approval of the PRT, residents will meet individually with the Employment Specialist to determine their possible employment opportunities, skill level, strengths, weakness, interests, etc. It is the responsibility of the resident to obtain full time employment (40 hours per week) within the first fifteen (15) days of admission into the facility. Staff are available to assist each resident with obtaining employment. Residents are expected to coordinate all employment searches with the Employment Specialist. All interviews and job search schedules must be approved by the Employment Specialist prior to the resident leaving the facility for employment searches. Residents may work during the night, but only after the Facility Director has approved such a request. All employment must receive the approval of the Facility Director before the resident can begin employment. Any resident, who is unable to find stable employment within the first fifteen (15) days, will be issued an incident report and such failure reported to the respective Community Corrections Manager of the Bureau of Prisons. **Residents may not change employers without first obtaining the written approval of the Job Developer and the Facility Director.**

602 QUALIFICATIONS FOR SEEKING EMPLOYMENT

The facility has an Employment Specialist on staff to provide residents with assistance, guidance and a planned approach to obtaining stable long-term employment. Resident must have two forms of identification in order to being job seeking. Acceptable forms of ID are a valid State ID or Driver's license and a Social Security Card. Residents are required to obtain employment within the 21 days after completing the orientation process. Failure to obtain employment within this time frame will result in disciplinary actions. Residents must coordinate job seeking activities with assigned Case Managers and Employment Specialists.

603 JOB SEARCH PROCESS

A daily schedule of appointments and interviews with possible employers will be established and agreed upon between the resident and the Employment Specialist. Additionally, interviews and appointments for the next day will be discussed and agreed upon. This procedure will be followed on a daily and weekly basis until appropriate employment is obtained. The Employment Specialist prior to any acceptance of any employment offer must review and approve all employment and/or changes in employment.

Within seven days of the resident obtaining employment the Field Technician will conduct a physical inspection of the job site and discuss with the potential employer the requirements of the facility.

604 SUITABLE EMPLOYMENT

All residents who are job searching are required to attend a weekly Employment Class.

Employment opportunities that are not considered as suitable employment for residents while they are residing at the facility are as follows:

- Stores, bars or restaurants whose main source of income is the sale or serving of alcoholic beverages;
- Subcontracting work or out-of-town work; (Over 100 miles)
- Telemarketing or sales jobs which work primarily off of commission or sales quotas; (all telemarketing jobs must be specifically approved by the Employment Specialist)
- Employment or temporary work that does not meet the minimum required work hours of 40 hours per week; and
- Self-employment (e.g., car washing, detail work, contracting, landscaping, etc.)
- Employment whose payment method is in cash

CHAPTER SEVEN

701 MEDICAL SERVICES / PRESCRIPTIONS

Access to health care services is made by contacting one of the local clinics or hospitals. **Medical care is not provided by the facility and it is the responsibility of the resident to seek and obtain routine medical care.** However, in instances of emergency facility staff will assist residents in transportation to health care facilities to obtain necessary medical services. **In either instance of routine or emergency care the facility takes no responsibility or liability for the cost or services rendered by medical care providers.**

Additionally, the facility is not responsible for providing funds to purchase medication prescriptions. It is the responsibility of the resident to provide funds for the payment for medication prescriptions.

702 EMERGENCY MEDICAL PLAN

When a situation arises requiring intense care necessitated by a resident's condition or when the medical emergency is of a life threatening nature, you should immediately notify facility staff who will in turn call 911. Minor medical emergencies will be handled by transporting the resident to a local clinic or the emergency room of the local hospital.

The victim of a serious accident or illness should always have medical care even if they appear or seem to be fine. If the emergency occurs near a telephone, staff may be able to call right away. If it is in a remote location staff may examine the victim and give first aid before being able to send for help. However, if the staff member is the only person available to give first aid, they will stay and keep the victim alive and wait for others to respond. If the victim does not appear to need constant attention, the staff member may go for help or take the victim to receive medical attention.

If you are the first resident on the scene, stay on the scene until you can turn the victim over to a staff member, or a doctor, rescue squad, or police. Tell the responding authorities what happened, what the victim said, what the witnesses saw, and what has been done for the victim.

During the time while the staff member is awaiting the arrival of the emergency medical team, he/she will administer the necessary emergency procedures (CPR / First Aid). The individual should not be moved but should be kept as comfortable as possible. You may assist the staff by reassuring the individual, being attentive and caring, and keep constant and close observation pending arrival of the emergency medical staff.

703 MEDICATION

All prescription medications brought into the facility by a resident or other person must be surrendered upon entering the facility. Staff will inventory and record all medications under the resident's name. Medications which contain controlled substances will be kept and dispensed at the designated medication call times or as prescribed by the physician.

All residents on Home Confinement will seek approval from the facility for any medical treatment, and prescribed medications before receiving treatment or medication.

Staff will inventory and execute medications exactly as ordered by the physician. All medications will be self-administered by the resident under the direct "sight and sound" supervision of a staff member.

704 MAIL DELIVERY

Mail is delivered each day except weekends and national holidays. Residents may obtain their mail by contacting a staff member. No COD mail will be accepted for any resident and no resident is authorized to send anything COD. Inmate to Inmate Correspondence must be submitted in writing to the Facility Director for approval. If unapproved inmate to inmate correspondence is received at the facility, it will be returned and the resident will be notified if mail is returned. All Resident Mail is subject to being opened and inspected for contraband. All large envelopes and packages for residents must be opened in front of a facility staff member and inspected for contraband.

All outgoing resident's mail is required to be placed in the appropriately marked mail container for pickup. Mail pickup will normally occur at 1400 hrs each day. Any mail placed in the container after this time will not be picked up for mailing until the following day. Residents who are indigent and do not have correspondence materials may receive a

limited supply of these materials and postage for legal mail by contacting a staff member. Writing supplies will only be provided by the facility until the resident is employed and receives their first paycheck. Mail received for residents after their release will be forwarded to the address provide by them.

You are required to address your mail or have mail sent to you addressed as follows:

Your Name
Grossman Center
4715 Brewer Place
Leavenworth, Kansas 66048

705 LAUNDRY

Upon arrival and admission into the facility, residents will be issued the following necessity items:

- two (2) sheets
- one (1) pillowcase
- one (1) mattress
- one (1) pillow
- one (1) blanket
- one (1) shower towel
- one (1) wash cloth

Upon your discharge from the facility it is your responsibility to bring all items that have been issued to you to the monitor's station prior to leaving the facility. All personal clothing and issued items to be laundered are the resident's responsibility. You are encouraged to affix a tag to your items of personal clothing which contains your name as the facility will not be held responsible for any personal items of clothing that are lost during the laundering process.

706 HYGIENE ITEMS

Necessity items for personal hygiene are provided by the facility for all indigent residents until they receive their first paycheck. Items such as toilet paper, toothbrushes, toothpaste, razors, deodorant other hygiene items, etc., may be obtained from staff members on duty.

707 CLOTHING

The facility only provides access to clothing items to residents who are indigent and does not routinely provide clothing items to residents who are in a position to purchase their own. Residents who possess sufficient funds are responsible for obtaining necessary clothing items such as shirts, pants, undergarments, shoes, etc. In cases where a resident is indigent and cannot obtain such items, the facility will assist the resident is making the contacts necessary at local clothing banks, etc., to obtain necessary clothing items.

708 MEAL SERVICE

The facility provides three (3) well balanced nutritional meals each day to residents as directed by our dietitian. Meal service will be closed promptly at the posted times and residents who arrive after the hours of meal service will not be served unless they have signed up to receive a late tray. Residents who can not attend meal service due to circumstances beyond their control at the above specified hours must make arrangements with staff on duty in order to receive meals. Special diets are available for those residents whom have such authorized by medical authorities or who require such due to their observed religious dietary practices. Meal times are posted in the dinning hall. Each resident is responsible to sign the breakfast and late tray list located at the central control counter each day.

709 TELEPHONE CALLS

Residents are allowed emergency use of facility telephones with case manager or staff approval only. It is GROSSMAN CENTER policy that residents limit calls to no more than 15 minutes per call. All telephone calls must be

made either collect to the party being called or through the use of calling cards purchased for our telephone system. Billing to a third party is not allowed. **Staff members are not allowed to take messages for calls coming into residents.**

710 VISITATION

GROSSMAN CENTER recognizes that visitation provides a means whereby family ties and relationships can be reestablished and strengthened, especially after a period of separation. However, for the safety and security of all residents, staff and visitors, the following visitation rules apply.

- ✓ Visitation will be held each Saturday and Sunday from 2:00 to 4:00 PM.
- ✓ No more than two adult and three children visitors may visit at any one time. Children over the age of thirteen constitute an adult. The only restrictions related to children under thirteen are that they remain quiet and be respectful of the other visits taking place. Residents and adult visitors are expected to supervise all children during visitation.
- ✓ All visitors age 13 and older must be listed on the resident's visitation list and must have a valid form of picture identification (school identification, etc.) when reporting to the facility. No more than six (6) individuals may be included on the visitation list. Children under the age of thirteen are not required to be placed on the visitation list.
- ✓ A resident may embrace and kiss the visitor once at the beginning of the visit and once at the end of the visit. The public display of affection throughout the course of the visit is prohibited. Residents and visitors may hold hands during the visit. Remember, someone's children may be watching your actions.
- ✓ All visits will be restricted to two hours in length, or until the time of the visitation session is over. Special consideration up to three hours may be made for those visitors traveling over 250 miles, however, this consideration must be requested from the facility administration prior to the day of the visit.
- ✓ All visitors must dress appropriately. No revealing clothing, see-through clothing, or clothing which promotes or advertises alcohol, drugs, sex, or violence.
- ✓ Residents and visitors are expected to maintain appropriate levels of speech. Yelling, screaming, arguing loudly and/or the use of vulgar or abusive language will not be tolerated.
- ✓ Visitors may not bring in cellular telephones, pagers, weapons, alcoholic beverages, illegal drugs and/or narcotics or any other form of contraband into the facility.
- ✓ Visitors may bring in food to be eaten during the visit, as long as it is within reason. However, at the end of the visit, all food must be disposed of or taken home with the visitor. Residents may not share food items with other residents. **No drinks or beverages may be brought in by a visitor.**
- ✓ Residents are expected to notify all persons on their visitation list of the dates, times and rules of visitation.
- ✓ Any resident on restriction due to disciplinary infractions will not be allowed a visit until such restrictions are lifted.
- ✓ **Former residents of the Grossman Center may not visit current residents unless authorized in writing by the Facility Director.**

Facility staff will supervise the visitation process and will make determinations of the compliance of residents and visitors with the above noted rules. Failure of any resident or visitor to abide by the facility visitation rules will result in the termination of the visit. Any visitor that becomes belligerent and/or abusive to a resident, staff or other visitors will not be allowed back onto the facility grounds thereafter for visitation purposes.

711 TRANSPORTATION

The Grossman Center will provide transportation to the Kansas City, Kansas area to transportation hubs for employment searches and employment. Residents may also utilize Leavenworth General Transportation as noted on the posted van schedule. For those residents who are eligible, driving privileges may be obtained through the submission and approval of the appropriate documentation. To obtain driving privileges, the resident must submit proof of a valid driver's license, proof of current vehicle registration, title and inspection, and proof of current liability insurance. The liability insurance must specifically identify the resident's name on the insurance card. If the vehicle is the property of someone other than the resident, a notarized authorization must be provided giving the resident permission to drive such vehicle. Driving privileges will be based upon the need of the resident and will be

coordinated through the assigned Case Manager. Residents with extensive traffic violations, DUI's, DWI's and assault convictions will not be considered.

712 RESIDENT VEHICLES

Residents are allowed to have a vehicle during their stay at the facility only, if approved by designated staff. In order to obtain and keep a vehicle while at the facility, residents must meet the following criteria and obligations:

Resident Obligations

- Resident must maintain insurance according to State Laws;
- Resident will be responsible for parking and upkeep of the vehicle;
- Resident will be financially liable for the vehicle;
- At no time will the resident provide transportation for another resident of the facility, or loan the automobile to another resident;
- Resident must maintain compliance with ALL facility rules and regulations;

Resident vehicles are subject to search at any time. Residents are expected to keep their vehicles clean of contraband items. Residents are to keep their vehicles locked at all times. Trucks and other open bedded vehicles are to have tools and or equipment secured within the cab of the vehicle or in a secured tool box.

713 BUS PASSES

All residents assigned to the facility may qualify for a bus pass to be used to access the local transportation system. Residents may qualify through the facility to receive bus passes if they meet the following criteria:

- Resident is indigent; and,
- Resident has not received release funds, or their first check from employment, or has no means of support.

Residents must submit a request to their Case Manager or Employment Specialist indicating the need for assistance. Staff will review this need and issue a bus pass in the event the resident is qualified to receive such.

714 EMERGENCY / FIRE EVACUATION PLAN

EVACUATION ROUTES

Emergency evacuation routes / diagrams are posted conspicuously throughout the facility in frames at the entrance / exit in each building / living area and in all major meeting rooms, dining rooms and hallways. These diagrams include the following information:

Primary Evacuation Route;
 Secondary Evacuation Route;
 Fire Extinguisher locations;
 Pull station locations;
 First aid kit locations; and,
 Primary Accumulation Points.

EMERGENCY EVACUATION PLANS

In the event of a fire alarm or announcement of emergency evacuation, all residents are expected to immediately exit the dorm or building in which they occupy, and proceed to the Primary or Secondary Accumulation Area. If vision is impaired by smoke, residents are to STOP, DROP, AND CRAWL from the building, utilizing the illuminated EXIT signs to navigate their way to the exit door. Staff members will search each building to ensure that a thorough evacuation of all spaces has been accomplished.

All staff are expected to report to the Monitors Station immediately after supervising the evacuation of the building in which they occupy at the time of the alarm. Upon arrival to the Monitors Station, staff members will be assigned

duties that will include a complete search of the facility, assisting residents to the accumulation areas, and accounting for each and every resident. The senior staff member present at the time of the alarm will assume responsibility for the supervision of the evacuation and resident accountability. All staff members will be expected to follow instructions provided by the senior staff member throughout the evacuation and until all accountability efforts have been successfully completed.

EMERGENCY DRILLS

The Chief of Security / designee shall conduct at least monthly, fire drills requiring evacuation of the facility with identified problems being corrected promptly.

The Chief of Security shall notify the Facility Director of the expected date, time and nature of the emergency drill. Prior notification to other staff members shall not be done or shall be held to a minimum. The Chief of Security or designee and at least one or more designated staff members shall monitor all drills.

TAKING ACTION DURING AN ALARM

Because of the extreme importance of ensuring the safety and well-being of all residents, all alarms and/or announcements of emergency evacuation must be responded to by all residents. Additionally, residents must immediately respond to any directive given to him/her during an emergency evacuation. Any resident choosing to ignore an alarm or failing to respond to an alarm will be subject to disciplinary action.

715 HAZARDOUS CHEMICALS

Residents receive training on the types of chemicals utilized at the facility, the proper storage techniques, proper handling and usage techniques, and locations and direction for the use of Material Safety Data Sheets (MSDS). All residents are required to signed a hazardous chemicals training during orientation.